



# **Ravensbury Community School**

## **Health and Safety Policy**

# HEALTH AND SAFETY POLICY DOCUMENT

## PART ONE

### STATEMENT OF INTENT

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc,

or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headteacher's name: Maureen Hughes	Chair of Governors' name: Josie Elson
Date: 13.11.2017	Proposed review date: November 2018

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## **PART TWO - ORGANISATION**

### **Organisation – Introduction.**

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

### **The Duties of the Governing Body**

The Governing body has overall responsibility for ensuring compliance with this Health and Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

### **The Duties of the Headteacher**

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

### **The Duties of Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

### **School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **Temporary Staff**

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.

**Teaching Staff**

Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

**Teaching Assistants**

Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

**The Duties of External Visits Coordinators (EVC)**

The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.

**The Duties of Premises Manager (Business Manager, Caretakers)**

The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

**Volunteer and Parent Helpers**

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

## PART THREE - ARRANGEMENTS

<b>Arrangements</b> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (customise to meet your own situation)</b>
<b>Communication</b> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	M. Hughes – Headteacher N. Richardson – SBM S. Hurst – Caretaker (contractors) K. Fowler – Caretaker (contractors)	<ul style="list-style-type: none"> <li>• Staff Briefings –staff are updated on new or reviewed policies and procedure</li> <li>• Staff Training – H&amp;S in-house training every year</li> <li>• Staff Handbook – part of the induction process</li> <li>• Visitors manual – Given to visitors with H&amp;S information in</li> <li>• Supply staff manual – given to supply staff with H&amp;S information in</li> <li>• Rules of contacts leaflet given to contractors when working on the school</li> </ul>
<b>Consultation with Employees</b> The school recognises the importance of consulting with employees on health and safety matters.		<ul style="list-style-type: none"> <li>• Health and Safety Noticeboard in general office</li> <li>• H&amp;S Training – every year</li> <li>• Staff briefings – updated on reviewed and new polices and procedures</li> <li>• Maintenance book to log any repairs</li> </ul>

## Section 1 - RISK ASSESSMENT

### Risk Assessment

The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

The following staff are responsible for completion of risk assessments within the following areas:

- Caretakers – Site Management Risk Assessments
- Caretakers – COSHH information
- Caretakers – Caretaking and cleaning risk assessment
- Caretakers – lone working risk assessment
- Teachers – Educational Visits
- Teachers – Animals in classroom
- SENCO – individual risk assessments with pupils
- SBM – individual risk assessments with staff
- SBM – Fire Risk Assessment
- SBM – Pregnancy risk assessment
- SBM – Playground lunchtime and playtime supervision
- SBM – Work Stations Risk Assessment
- SBM – First Aid risk assessment
- SBM – electricity and gas safety risk assessment
- PE Co-ordinator – PE Risk Assessment
- DT Co-ordinator – DT risk assessment
- Science Co-ordinator – Science risk assessment
- Art co-ordinator – Art projects risk assessment
- Headteacher – Breakfast club risk assessment
- Foundation stage Manager – EYFS risk assessment

<p><b>School Trips/Offsite Visits</b></p> <p>The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.</p>		<ul style="list-style-type: none"> <li>Teachers organising the trip must put together a proposal for the trip including a risk assessment for trip.</li> </ul>
<p><b>Working at Height</b></p> <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>DHT</p> <p>SBM</p> <p>Caretakers</p>	<ul style="list-style-type: none"> <li>Use of ladders manual from HSE given to all staff</li> <li>Ladder check put into place – completed by the Caretakers on monthly basis</li> <li>Use of ladder risk assessment</li> </ul>
<p><b>Noise</b></p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p>Headteacher</p>	<ul style="list-style-type: none"> <li>Hall has been installed with acoustic boards to reduce noise</li> <li>Soft flooring in classrooms</li> </ul>

<p><b>Violence to Staff</b></p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>M Hughes - Headteacher</p>	<ul style="list-style-type: none"> <li>• Report any incidents to the headteacher in as much detail as possible and further action when deemed necessary.</li> <li>• Any parents or visitors to the site behaving in a violent and aggressive manner will be subject of withdrawn access to school.</li> <li>• Any members of staff using violent behaviour – full investigation will be carried out and where necessary disciplinary measures will be taken.</li> </ul>
<p><b>Security Arrangements Including Dealing with Intruders</b></p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>S. Hurst – Caretaker</p> <p>K. Fowler – Caretaker</p> <p>M. Hughes – Headteacher</p> <p>L. Thewlis – DHT</p> <p>N. Richardson – SBM</p>	<ul style="list-style-type: none"> <li>• Lock down policy</li> <li>• Use of the inventory system for all staff, visitors to sign on entry</li> <li>• Business Continuity Plan</li> <li>• School has monitored CCTV installed</li> <li>• CCTV is serviced every 6 months</li> <li>• High Fencing around the school</li> <li>• Monitored Alarm</li> </ul>
<p><b>Personal Security/Lone Working</b></p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>N. Richardson</p> <p>S. Hurst / K. Fowler - Caretakers</p>	<ul style="list-style-type: none"> <li>• School provides Caretakers with mobile telephones</li> <li>• Lone Working Policy</li> <li>• Whiteboard to record staff absent from work</li> <li>• Signing in system</li> </ul>
<p><b>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</b></p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is</p>	<p>S. Hurst / K. Fowler - Caretakers</p>	<ul style="list-style-type: none"> <li>• COSHH data is filed in the general office</li> <li>• Lockable cupboard in the staffroom</li> <li>• All chemicals are in a lockable store rooms away from the children</li> <li>• Training is given every 3 years to cleaning and caretaking staff</li> </ul>

<p>supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>		
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<p><b>Personal Protective Equipment</b></p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>S. Hurst / K. Fowler – Caretakers</p> <p>N. Richardson – SBM</p> <p>L. Thewlis – DHT</p>	<ul style="list-style-type: none"> <li>• Aprons are provided to cleaning staff to protect they upper clothes</li> <li>• Coats have been issue to Caretakers</li> <li>• Work boots have been issued to a Caretaker who requested them</li> <li>• Vinyl gloves are available for cleaning staff to use when using chemicals</li> </ul>
<p><b>Manual Handling (typical loads and handling pupils)</b></p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteacher or SBM are responsible for assessing the appropriate approach to handling tasks.</p>	<p>M. Hughes – Headteacher</p> <p>N. Richardson - SBM</p>	<ul style="list-style-type: none"> <li>• Manual Handling handout from HSE given out to all staff</li> <li>• Manual Handling risk assessment</li> <li>• Individual risk assessments carried out if at risk</li> <li>• Manual Handling training for Caretakers and cleaning staff every 3 years</li> </ul>

<p><b>Curriculum Safety (including extended schools activity/study support)</b></p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out.</p>	<p>Subject co-ordinators</p> <p>SLT</p>	<ul style="list-style-type: none"> <li>• Subject Co-ordinators are responsible for completing relevant risk assessment to their subjects</li> <li>• Key Stage Managers are responsible for ensuring that risk assessments are carried out for curriculum activities</li> <li>• General risk assessment are then available to all teachers when they are completing the activities</li> <li>• Extended school activities provided by outside companies have their own risk assessments for the activity</li> </ul>
<p><b>Work Experience Placements</b></p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>	<p>M. Hughes – Headteacher</p> <p>L. Thewlis – DHT</p> <p>S. Hibbs – AHT</p>	<ul style="list-style-type: none"> <li>• DHT coordinates placements in line with the appropriate body – high school or university setting.</li> <li>• DHT monitors whilst in placement alongside class teacher where they are placed.</li> </ul>
<p><b>Display Screen Equipment</b></p> <p>The majority of staff within the school are not considered to be DSE users. SBM to ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>N. Richardson – SBM</p>	<ul style="list-style-type: none"> <li>• Work station risk assessments</li> <li>• Resources are provided if needed</li> <li>• Eye test policy for regular computer workers</li> </ul>

<p><b>Playground Supervision/Play Equipment and Maintenance</b></p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	<p>N. Richardson – SBM</p> <p>S. Hurst / K. Fowler – Caretakers</p>	<ul style="list-style-type: none"> <li>• Playground and lunchtime supervision risk assessment</li> <li>• Playground and outdoor activities risk assessment</li> <li>• Annual inspection on outside equipment from outside contractor</li> <li>• Weekly and monthly checks conducted by the Caretakers on the grounds and equipment</li> <li>• Staggered lunchtime for each Key Stage</li> <li>• Playground gates are locked at 9.10am and not opened until 3.10pm.</li> <li>• First Aider always on duty at lunchtime and playtimes</li> <li>• Pupils with an EHC will be supported by their SEN TA during playtimes and possibly lunchtimes if deemed necessary</li> <li>• One member of the Middle Leaders in the dining room every day</li> </ul>
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## Section 2 - PREMISES

<p><b>Mechanical and Electrical (fixed and portable)</b></p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in:</p>	<p>N. Richardson - SBM</p>	<ul style="list-style-type: none"> <li>• Electricity risk assessment – located in risk assessment file in the SBM office</li> <li>• PAT Testing information from annual inspection</li> </ul>
<p><b>Maintenance of Machinery and Equipment</b></p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.</p>	<p>N. Richardson – SBM</p> <p>S. Hurst / K. fowler – Caretakers</p>	<ul style="list-style-type: none"> <li>• Premises Maintenance record in SBM office</li> <li>• Annual servicing reports in SBM office</li> <li>• Weekly checks / monthly checks on equipment completed by Caretakers</li> <li>• Maintenance book in general office to log repairs</li> </ul>
<p><b>Service Contractors</b></p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their</p>	<p>N. Richardson – SBM</p> <p>S. Hurst / K. fowler – Caretakers</p>	<ul style="list-style-type: none"> <li>• Contractors should sign in on arrival</li> <li>• Contractors are to report to the Caretakers or the SBM</li> <li>• Contractors are given a copy of the rules for contractors whilst on site</li> <li>• Contractors are asked to supply the school with a method statement /risk assessments</li> </ul>

<p>working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of the contractor rules are provided to them.</p>		<ul style="list-style-type: none"><li>• The SBM is responsible for the servicing of equipment</li><li>• The Caretakers are responsible of reporting faults / repairs of equipment by contacting the appropriate contractor</li><li>• The school kitchen has its own maintenance plan which is managed by Manchester Fayre</li></ul>
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<p><b>Building Contractors</b></p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>M. Hughes - Headteacher</p> <p>L. Thewlis – DHT</p> <p>N. Richardson - SBM</p>	<ul style="list-style-type: none"> <li>• Pre meetings will involve the Headteacher, SLT, SBM and the contractors</li> <li>• For large works the school will seek the advice of Manchester City Council – Corporate Technical Services who will ensure that construction Design and Management Regulations are fully met.</li> <li>• If building is taken place whilst the children are in school the whole area will be closed off ad a risk assessment completed to identify any risks.</li> <li>• The school will ensure that there is a clear access for all stakeholders including disabled access.</li> </ul>
<p><b>Small Scale Building Works</b></p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>N. Richardson – SBM</p> <p>S. Hurst / K. fowler – Caretakers</p>	<ul style="list-style-type: none"> <li>• Contractors are to sign in on arrival</li> <li>• Contractors are to wear the printed badge whilst on the school grounds</li> <li>• Contractors are given a rule for contractors manual which includes fire procedures</li> <li>• Contracts are to meet with Caretakers / SBM to discuss work</li> <li>• Caretakers will try to arrange contractors when the Caretaker is available to meet with them.</li> <li>• Deliveries are not taken from 8.40am – 9.10am and 3.10pm 3.40pm to reduce the risk</li> </ul>
<p><b>Lettings (shared working – playgroups etc)</b></p> <p>The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer’s/tenant’s claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>N. Richardson – SBM</p>	<ul style="list-style-type: none"> <li>• We currently do not let our school building out</li> </ul>

<p><b>Slips/Trips/Falls</b></p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Key Stage Managers are responsible for ensuring regular inspection of shared areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Caretakers via the school repair book or in the case of urgent repair the SBM should be notified. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Teachers</p> <p>Key Stage Manager</p> <p>SBM</p> <p>SLT</p>	<ul style="list-style-type: none"> <li>• Maintenance book at the school office to record repairs</li> <li>• Risk Assessments for the building and outside areas to reduce the risk</li> <li>• Access and Egress risk assessment to manage</li> </ul>
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<p><b>Cleaning</b></p> <p>A cleaning schedule is in place which is monitored by the Headteacher/SBM. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>M. Hughes - Headteacher</p> <p>N. Richardson – SBM</p> <p>S. Hurst / K. fowler – Caretakers</p>	<ul style="list-style-type: none"> <li>• H&amp;S governor inspection once a year with the SBM</li> <li>• Caretakers undertake a 6 monthly H&amp;S check of the school</li> <li>• Deep cleans to be completed during school holidays</li> <li>• Headteacher and SBM will inspect cleaning after the summer holidays and Easter holidays to ensure a deep clean has been done.</li> <li>• Kitchen staff organize their own deep clean under guidance from Manchester Fayre</li> </ul>
<p><b>Transport Arrangements (on-site)</b></p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>	<p>S. Hurst / K. fowler – Caretakers</p>	<ul style="list-style-type: none"> <li>• Deliveries are not taken from 8.40am – 9.10am and 3.10pm 3.40pm to reduce the risk</li> <li>• Playground gates are locked every morning at 9.10am reopened at 3.10pm and locked at 3.45pm every evening</li> <li>• Front car park is closed at 8.45am. Parents are not allowed to use this car park as a drop off.</li> <li>• Access to the main reception of the school is through the small gate on Tartan Street – this is only locked at the end of the working day (6pm)</li> <li>• Access and Egress risk assessment</li> </ul>
<p><b>Caretaking and Grounds Maintenance (and grounds safety)</b></p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>N. Richardson / L. Thewlis to oversee these have been completed</p> <p>S. Hurst / K. fowler – Caretakers – to complete the risk assessments for the Caretaking areas</p>	<ul style="list-style-type: none"> <li>• Caretaking and cleaning risk assessments</li> <li>• Ground maintenances risk assessments</li> <li>• Playground and outside equipment risk assessments</li> <li>• Monthly and weekly checks including:</li> <li>• Fire alarm</li> <li>• Access door</li> <li>• Fire doors</li> <li>• Playground equipment</li> <li>• Grounds and surfaces</li> <li>• Emergency lighting</li> </ul>

		<ul style="list-style-type: none"><li>• Smoke alarms</li><li>• map of school with emergency lighting information</li><li>• Maintenance book for repairs</li><li>• Legionella monthly temporary checks and legionella risk assessment</li></ul>
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<p><b>Gas and Electrical Appliances</b></p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>S. Hurst / K. fowler – Caretakers</p> <p>N. Richardson – SBM</p>	<ul style="list-style-type: none"> <li>• 6 Monthly inspection checks done by Caretakers</li> <li>• SBM to ensure annual service checks to gas boiler</li> <li>• SBM to ensure annual service check to kitchen gas safety</li> </ul>
<p><b>Glass and Glazing</b></p> <p>All glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors. All laminated glass complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported to the Caretaker and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during daily visual inspections and H&amp;S inspections.</p>	<p>S. Hurst / K. fowler – Caretakers</p>	<ul style="list-style-type: none"> <li>• Maintenance book to report repairs</li> <li>• Urgent repairs are reported to SBM if the Caretaker is not on site</li> <li>• Area is made safe immediately</li> <li>• Recommended glazer is contacted</li> </ul>
<p><b>Water Supply/Legionella</b></p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>S. Hurst / K. fowler – Caretakers</p> <p>Cleartech – monthly temporary checks</p>	<ul style="list-style-type: none"> <li>• Caretakers to run water outlets during holiday periods</li> <li>• Caretakers to run the shower in the hygiene suite weekly</li> <li>• Caretakers to disinfect showed every term</li> <li>• Risk assessments file kept in the SBM office</li> <li>• Weekly and monthly checks are kept in general office</li> <li>• SLA with ClearTech</li> <li>• <i>Legionella monthly temporary checks and legionella risk assessment</i></li> </ul>



<p><b>Snow and Ice Gritting</b></p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools on site and a sufficient supply of grit/salt is available.</p>	<p>M. Hughes – Headteacher</p> <p>S. Hurst / K. fowler – Caretakers</p>	<ul style="list-style-type: none"> <li>• Grit bins in playground and at the front of building</li> <li>• Wheeled grit trolley to support distribution of grit</li> <li>• Access and egress risk assessment</li> </ul>
<p><b>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b></p>		
<p><b>Infectious Diseases</b></p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>S. Leadbetter / R. Tindall – Administrators (First aid trained)</p>	<ul style="list-style-type: none"> <li>• Poster is in Hygiene Suite</li> </ul>
<p><b>Dealing with Medical Conditions</b></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with</p>	<p>M. Hughes- Headteacher</p> <p>J. Wendt - SENCO</p>	<ul style="list-style-type: none"> <li>• Individual care plan and risk assessments are completed and given to the SENCO</li> <li>• Parents have to sign a form to give permission for the school to administer medication – kept in general office</li> <li>• Medication is kept in the general office in a clear plastic folder with the child' name on</li> </ul>

special needs.

<p><b>Drug Administration</b></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>M Hughes – headteacher</p> <p>J Wendt - senco</p>	<ul style="list-style-type: none"> <li>• Parents have to sign a form to give permission for the school to administer medication – kept in general office</li> <li>• Medication is kept in the general office in a clear plastic folder with the child's name on or hygiene suite</li> <li>• Training is given where necessary for administration of specific medicines – eg insulin.</li> </ul>
<p><b>First Aid</b></p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>M. Hughes – Headteacher</p>	<p><b>List of First Aiders</b></p> <p>Simone Leadbetter    General office</p> <p>Rebecca Tindall    General Office</p> <p>Janice Turner    KS2</p> <p>Claire Greatorex    KS2</p> <p>Julie Conway    Foundation Stage</p> <p>Ann Roberts    General Office</p> <p>Peter Carley    Sports Coach</p> <p>Helen Murton    KS1</p> <p>Yolanda Bell    KS2</p>

		Karen fowler	Caretaker
		Shirley Hurst	Caretaker
		Josie Dunwoody	Foundation Stage
		Julianne Taylor	KS2
		Lauren Chantrell	KS2
		filomenaFrangrillo	KS2
		Amy Pennington	KS1
		Vicky Graham	KS2
		Donna Blakeley	KS2
		Demi Young	Foundation Stage
		Nicola Cogger	Foundation Stage
		Louise Thewlis	DHT Office
		Kirsty Wolfenden	Foundation Stage
		Val Ganner	Foundation Stage
		Cassie Emsell	Foundation Stage
		Natalie Marks	KS1

		First Aid boxes and first aid bags for educational visits are kept in the Hygiene Suite
<p><b>Reporting of Accidents, Hazards, Near Misses</b></p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p>	<p>N. Richardson – SBM</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>• SBM to complete accident investigation forms</li> <li>• SBM to report to health and Safety dept at MCC</li> <li>• SBM to ensure RIDDOR is informed if necessary</li> <li>• First Aiders to record all minor injuries and first aid given to staff or pupils on the green slips, copy to be sent home with the pupil</li> <li>• First Aider to complete an accident report form if deemed necessary</li> </ul>

<p><b>Fire Safety and Emergency Evacuation</b></p> <p>A risk assessment has been carried out and a safety management plan is in place</p>	<p>N. Richardson - SBM</p>	<ul style="list-style-type: none"> <li>• Fire risk assessment completed by MCC</li> <li>• Termly Drills</li> <li>• Weekly fire alarm checks</li> <li>• Monthly fire extinguisher checks</li> <li>• Monthly Smoke alarm checks</li> <li>• Weekly fire doors</li> <li>• Monthly emergency lighting checks</li> </ul>
<p><b>Crisis and Emergency Management</b></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. The emergency plan is reviewed on an annual basis.</p>	<p>M. Hughes – Headteacher</p> <p>L. Thewlis – DHT</p> <p>S. Hibbs – AHT</p> <p>N. Richardson – SBM</p> <p>J. Thornton – ML</p> <p>K. Wolfenden – ML</p> <p>J. Wendt – ML</p>	<ul style="list-style-type: none"> <li>• Headteacher – Maureen Hughes</li> <li>• Deputy Headteacher – Louise Thewlis</li> <li>• Health and safety Co-ordinator – Nicola Richardson</li> <li>• Premises Co-ordinator – Shirley Hurst / Karen Fowler</li> <li>• Business Continuity Plan – held in the SBM office</li> <li>• Risk Management document</li> <li>• Grab Bag in safe</li> <li>• School website. school app, texting service internet based</li> </ul>
<p><b>Section 4 - MONITORING AND REVIEW</b></p>		
<p><b>Monitoring</b></p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and</p>	<p>M. Hughes – Headteacher</p> <p>N. Richardson – SBM</p>	<ul style="list-style-type: none"> <li>• Staff are updated at briefing</li> <li>• Health and Safety is report to the Resource committee meeting every half term</li> <li>• Health and Safety is updated as and when needed</li> <li>• <b>NEED for a Health and Safety committee to be set up</b></li> </ul>

other visitors		
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<p><b>Inspections</b></p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>N. Richardson – SBM  <b>H&amp;S governor</b>  S. Hurst / K. fowler –  Caretakers</p>	<ul style="list-style-type: none"> <li>• Annual inspections completed by SBM and H&amp;S governor</li> <li>• 6 monthly H&amp;S inspections are carried out by the Caretakers</li> <li>• Key Stage Managers are responsible for ensuring that their shared area</li> <li>• All staff have received H&amp;S training and have a responsibility to ensure any identified risks are reported</li> <li>• Caretakers weekly and monthly checks on the site and equipment</li> <li>• Maintenance book to record repair</li> </ul>
<p><b>Review</b></p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ‘ad hoc’ and un-planned checks and inspections.</p>	<p>N. Richardson – SBM  H&amp;S governor  S. Hurst / K. fowler –  Caretakers</p>	<ul style="list-style-type: none"> <li>• The SBM will review the H&amp;S policy annually</li> <li>• Governors will agree and approve the H&amp;S policy annually</li> <li>• H&amp;S is a standard item in the financial report given to the resource committee at every meeting</li> </ul>
<p><b>Auditing</b></p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>N. Richardson – SBM  H&amp;S governor  S. Hurst / K. fowler –  Caretakers</p>	<ul style="list-style-type: none"> <li>• Annual inspections completed by SBM and H&amp;S governor</li> <li>• 6 monthly H&amp;S inspections are carried out by the Caretakers</li> </ul>

## Section 5 -TRAINING

<p><b>Staff Health and Safety Training/Competence</b></p> <p>The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher/SBM undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>	<p>N. Richardson – SBM</p> <p>M. Hughes – Headteacher</p>	<ul style="list-style-type: none"> <li>• Training records held in Health and Safety file in general office</li> <li>• Certificates are filed in individual personnel files</li> <li>• Training is arranged as and when necessary</li> <li>• Staff receive annual H&amp;S training</li> </ul>
<p><b>Supply and Student Teachers</b></p> <p>The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/ student manual. Teachers on supply and Student Teachers are given a copy of the manual, Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	<p>N. Richardson – SBM</p> <p>M. Hughes – Headteacher</p> <p>L. Thewlis - DHT</p>	<ul style="list-style-type: none"> <li>• Code of conduct agreed on inventory when the visitor signs in</li> <li>• Supply, student placement and volunteers manual given</li> </ul>

<p><b>Volunteer and Parent Helpers</b></p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated lead for child protection and general health and safety information will be given. They are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>M. Hughes – Headteacher</p> <p>L. Thewlis - DHT</p>	<ul style="list-style-type: none"> <li>• Code of conduct agreed on inventory when the visitor signs in</li> <li>• Supply, student placement and volunteers manual given</li> </ul>
<p><b>Section 6 - HEALTH AND WELLBEING</b></p>		
<p><b>Pregnant Members of Staff</b></p> <p>The Hygiene Suite does have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	<p>N Richardson - SBM</p>	<ul style="list-style-type: none"> <li>• SBM to carry out risk assessments with expectant mothers</li> <li>• Staff room and hygiene suite have rest facilities if needed</li> </ul>
<p><b>Health and Well Being Including Absence Management</b></p> <p>The school has carried out a risk assessment based on the Health and Safety Executive’s Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>M. Hughes – Headteacher</p> <p>L. Thewlis – DHT</p> <p>N. Richardson - SBM</p>	<ul style="list-style-type: none"> <li>• School has an SLA with HR and people for HR advice and support</li> <li>• The school will conduct a risk assessment on stress if needed</li> <li>• School will refer staff to the employee assistance programme to support wellbeing</li> <li>• Attendance Monitoring Reviews are conducted to support staff on sick leave</li> </ul>

<b>Smoking on Site</b>	M. Hughes – Headteacher	<ul style="list-style-type: none"> <li>• No smoking on the school site.</li> <li>• Signs are around the school building</li> </ul>
<b>Section 7 - ENVIRONMENTAL MANAGEMENT</b>		
<b>Environmental Compliance</b> The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	N. Richardson – SBM S. Hurst / K. fowler – Caretakers	<ul style="list-style-type: none"> <li>• Caretakers are responsible for ensuring that waste is recycled as much as possible</li> <li>• The school has a contract with PHS for sanitary disposal and needle box disposal</li> <li>• The school has a contract with Shred It to ensure confidential waste is disposed of.</li> <li>• SBM to ensure best value with contracts</li> </ul>
<b>Disposal of Waste</b> All waste classified as ‘hazardous’ is collected by specialist firms and disposed of in the approved manner	N. Richardson – SBM	<ul style="list-style-type: none"> <li>• The school has a contract with PHS for sanitary disposal and needle box disposal</li> <li>• The school has a contract with Shred It to ensure confidential waste is disposed of.</li> <li>• SBM to ensure best value with contracts</li> </ul>
<b>Section 8 - CATERING AND FOOD HYGIENE</b>		
<b>Catering and Food Hygiene</b> All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority.	M. Hughes – Headteacher	<ul style="list-style-type: none"> <li>• The school uses Manchester Fayre for the catering contract. Manchester Fayre is part of Manchester Local Authority and do have food hygiene management systems.</li> </ul>
<b>Section 9 – HEALTH AND SAFETY ADVICE</b>		
<b>Information</b>	N. Richardson – SBM	<ul style="list-style-type: none"> <li>• Health ad Safety Department MCC</li> <li>• The Key for school leaders</li> <li>• SBM cluster meetings</li> </ul>

		<ul style="list-style-type: none"><li>• HSE website</li></ul>
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